

This is just one example of a formatted Readiness Waiver request.

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Ser

From: Commanding Officer,
To: ECH 3/2/1 Commander

Subj: READINESS WAIVER REQUEST ICO Service Member

Ref: (a) OPNAVINST 6110.1J
(b) MILPERSMAN 1910-170

Encl: (Provide manning document of any other pertinent documents)

1. Per reference (a) and (b) this request is submitted for your approval. Service Member failed the Physical Fitness Assessment (PFA) three times in the most recent 4-year period due to _____ and/or _____ and is eligible for administrative separation.
2. Give justification on how member's immediate separation will impact readiness.

Signature